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ABSTRACT

This report presents standardized records management procedures. Its purpose is to provide Maryland State public school systems guidelines and standards for the establishment of effective records retention and disposition programs. These guidelines are consistent with legal requirements imposed by Maryland law. The report contains approved records retention and disposition schedules and suggestions for schedule implementation by each local education agency. Records management techniques for electronic data processing media, such as punched cards, magnetic tapes, or discs are not discussed in the report. (Pages 55-56 may reproduce poorly.) (Author/JF)

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Records Retention and Disposition Manual

for

Public School Systems

of

Maryland

EA 005 226

MARYLAND STATE DEPARTMENT OF EDUCATION
Baltimore, Maryland
1973

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RECORDS RETENTION AND DISPOSITION

A REFERENCE MANUAL

FOR MARYLAND PUBLIC SCHOOL SYSTEMS

APPROVED: _____ January 10, 1973
Date

State Superintendent of Schools
Maryland State Department of Education

APPROVED: _____ January 12, 1973
Date

Archivist and Records Administrator
Maryland Hall of Records
Department of General Services

APPROVED: _____ February 7, 1973
Date

Secretary
Board of Public Works
State of Maryland

The above signatures constitute legal approval of the record retention schedules contained in this manual.

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FOREWORD

Our ability to control records has not kept pace with our ability to create them. We use typewriters that give us multiple copies, duplicating machines that turn out reams of copies in a day, and data processing equipment that produces tremendous quantities of paper in the form of listings and reports. These developments have accelerated the accumulation of records and highlighted the need to provide for their systematic disposition when they have outlived their usefulness.

To meet this need, a State Task Force was formed in September 1971 to develop effective techniques for the retention and disposition of Maryland public school records. This reference manual documents the results of the task force's efforts and represents the first step of an ongoing program to standardize records management procedures among the local education agencies of the State of Maryland. In order to make this program a success, it is essential that each local education agency designate an official to coordinate the implementation of the procedures outlined in this manual.

My appreciation goes to the State Task Force on Records Retention and Disposition for its assistance in the preparation of this manual, to the staff of the Maryland Hall of Records for their guidance, and to local superintendents for their cooperation.

James A. Sensenbaugh
State Superintendent of Schools

STATE TASK FORCE ON RETENTION AND DISPOSITION OF MARYLAND PUBLIC SCHOOL RECORDS

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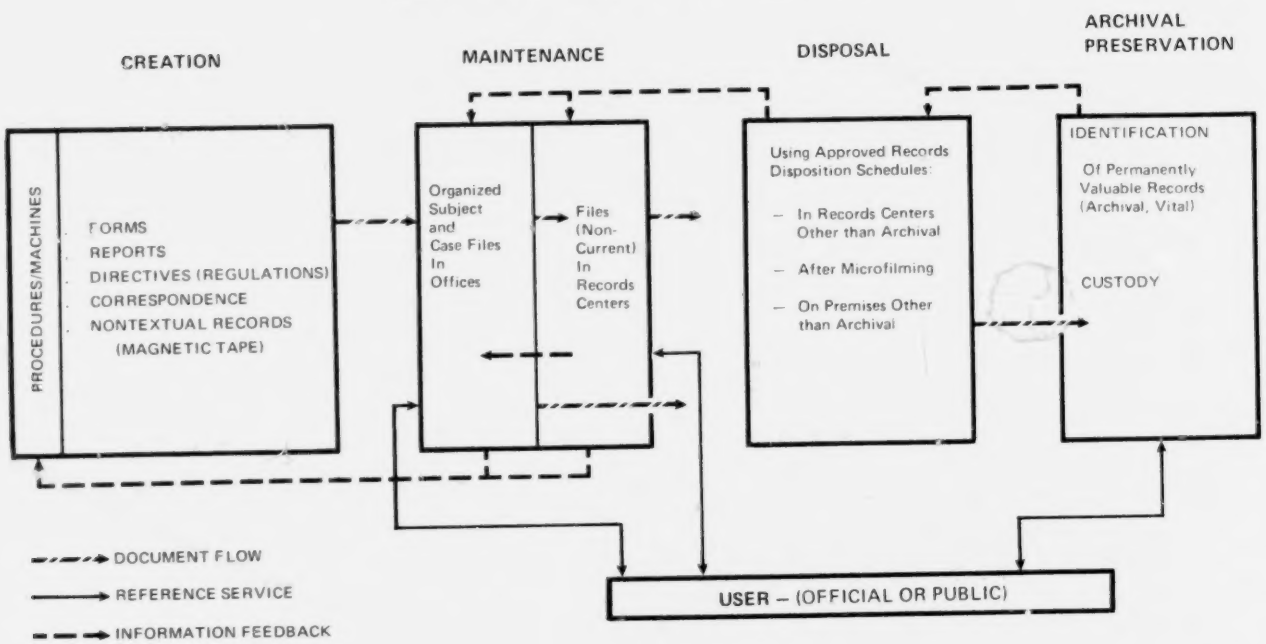
SECTION 1. INTRODUCTION

The purpose of this reference manual is to provide guidelines and standards to the Maryland public school systems for the establishment of effective records retention and disposition programs. These guidelines, developed by the State Task Force on Retention and Disposition of Maryland Public School Records, are consistent with the legal requirements imposed by Article 76A, *Public Information*, and Article 54, *Hall of Records*, of the Annotated Code of Maryland. (See Appendix A.)

Records management is a recognized discipline of increasing importance. It is concerned with the creation, maintenance, protection, retention, preservation and disposition of records. The scope of a records management program is illustrated in the diagram below.

SCOPE OF THE RECORDS MANAGEMENT PROGRAM



Adapted from Table in THE RECORDS OF A NATION by H. G. Jones
ATHENEUM, New York 1969

Records retention and disposition management is one aspect of the total program. A records retention schedule is a written plan for records retention and disposition; it identifies the time at which the removal and disposal of records can take place.

This manual contains approved records retention schedules and suggestions for their implementation by each local education agency (LEA). Records management techniques for electronic data processing media, such as punched cards or magnetic tapes or disks, are not discussed in this manual. They will be covered in a supplement to be issued at a later date.

INITIATING REVISIONS TO THE MANUAL

Changes to the contents of this manual require the approval of the Maryland State Department of Education, the Maryland Hall of Records, and the State Board of Public Works. A suggested revision should be forwarded by the LEA official responsible for the local records management program to the Division of Research, Evaluation, and Information Systems of the Maryland State Department of Education. This Division will evaluate the suggestion and will either unilaterally initiate procedures to obtain the required authorization or will reconvene the State Task Force on Records Retention and Disposition of Maryland Public School Records to obtain a consensus before proceeding. (The task force includes representatives from each LEA.)

SECTION 2. THE RECORDS RETENTION SCHEDULE

For the purpose of this manual, all written or printed materials relating to the public school systems of Maryland are categorized as either records or nonrecords.

RECORDS DEFINED

Records include any papers, correspondence, forms, reports, minutes of formal meetings, photographs, films, sound recordings, maps, drawings or other documents regardless of form or characteristics that are made or received by public educational agencies of the State of Maryland in the transaction of public business.

Permanent records are those of enduring administrative, legal, financial, historical (archival) or research value and consequently should be retained indefinitely. They may be active or inactive, but are not disposable.

Disposable records include records which reach a point of inactivity and are of no further administrative, legal, financial or historic value; they may be disposed of after the retention period specified in the records retention schedule has elapsed.

NONRECORDS DEFINED

Nonrecords include extra copies of records and/or copies of books, magazines, newspapers, bulletins, and other library or museum materials made or acquired for reference or exhibition purposes, stocks of publications, acceptance or refusals of invitations or other personal business of public officials. In addition, nonrecord status has been extended to include letters of transmittal, routing slips, temporary administrative materials such as suspense (draft) or convenience copies, and stenographic notes that have been transcribed.

RECORDS RETENTION SCHEDULE DEFINED

The records retention schedule is the authority for the disposition of records. The schedule consists of a list of records, with or without description, and an indication of the length of time (retention period) that must elapse before disposition may take place.

DISPOSITION OF RECORDS

The laws of the State of Maryland require that records be kept a minimum of three years. Schedules for the retention or disposition of records and nonrecords such as appear in the schedule in this manual, must be approved by the Maryland State Department of Education, the Hall of Records, and the Board of Public Works.

REASON FOR INCLUDING NONRECORDS IN RETENTION SCHEDULES

Both records and nonrecords require storage space. Masses of inactive nonrecords create the same problems as quantities of active records. A systematic approach to the retention problem requires the consideration of both types of materials.

STRUCTURE OF THE RECORDS RETENTION SCHEDULE

All completed forms or other documentation prescribed by the Maryland State Department of Education for use by local education agencies are categorized as either records or nonrecords. Each LEA must classify its own locally devised records and other material as either record or nonrecord in accordance with the guidelines and definitions in this manual. To ensure an effective records retention and disposition program, both records and nonrecords must be included in the schedule.

The records retention schedule in this manual is divided into two parts:

Part 1. **Records Prescribed or Required by the Maryland State Department of Education (MSDE)**

This part of the schedule lists all reports and records prescribed by the Maryland State Department of Education for use by the LEA or for communicating information to MSDE. The records in Part 1 are arranged by the operating unit within MSDE that prescribes the reporting form or to which the LEA sends a particular report or record. Part 1 sets forth the disposition schedule to be implemented by all local education agencies.

Part 2. **Records Peculiar to a Specific LEA**

Because titles, formats, and contents of records vary among the LEA's, this part of the schedule provides a model to be used by the LEA in constructing its own schedule for disposition of local record and nonrecord material.

SECTION 3. IMPLEMENTING THE RECORDS RETENTION AND DISPOSITION PROGRAM IN THE LEA

Each LEA should designate an official to coordinate the activities relating to records retention and disposition. Responsibilities will include:

1. Developing methods and procedures for implementing the records retention and disposition schedule at the local level.

2. Identifying those records and nonrecords that should be treated as confidential.

3. Formulating a local retention schedule, using Part 2 of the schedule in this manual as a model, and submitting updated schedules biennially to the Assistant State Superintendent, Division of Research, Evaluation, and Information Systems, Maryland State Department of Education.

4. Publicizing the program within the LEA, providing directions for implementing the program, and setting achievable goals for the disposition of the backlog of accumulated inactive records.

5. Developing methods for storing and destroying material.

6. Periodically (at least annually), publicizing the need for school principals and department heads to check existing records and nonrecords against the retention and disposition schedules and to dispose of inactive material according to the provisions of the schedule.

7. Checking to see that the provisions of the schedule are being followed and that the destruction or other disposition of records and nonrecords is properly recorded.

8. Filing CERTIFICATE OF RECORDS DISPOSAL with the Maryland State Department of Education. (See form on page 6.)

9. When necessary, informing MSDE of needed changes to this manual.

10. On request, interpreting the schedules and procedures to LEA personnel.

11. Recommending necessary steps to ensure the preservation of records with long retention periods.

12. Suggesting filing procedures to facilitate disposal of records.

13. Determining the appropriateness of the use of microfilming as a means of conserving space and insuring security of records. (See Section 4, below.)

MSDE FORM REIS 074-1 12/72

RETENTION SCHEDULE NO. 582

CERTIFICATE OF RECORDS DISPOSAL

MARYLAND PUBLIC SCHOOL SYSTEMS (LEA's)

Local Education Agency submit in duplicate to the Division of Research, Evaluation, and Information Systems, Maryland State Department of Education, P.O. Box 8717, Friendship International Airport, Baltimore, Maryland 21240

Reporting LEA

Maryland State Department of Education will forward original certificates to

Division of Reporting LEA

HALL OF RECORDS COMMISSION

STATE OF MARYLAND

Index Number	Item Number	Form Number	Brief Description of Records	Number of Each Record	Inclusive Dates of Records Disposed of	Date of Disposal	Method of Disposal SHRED – SH BURN – BN BURY – BY
1.1.E	10	BWP-24	Sponsor's Invoice	129	6/30/65 - 7/15/69	8/30/72	BN
1.1.E	2	N-A	NDEA Act Title III	79	4/5/64 - 8/5/68	8/30/72	BY
1.2.A	1	CA-C-19	Recommendation Form	34	2/1/62 - 4/9/68	8/30/72	SH
LEA	452	32-753	Petty Cash Verification	270	3/5/66 - 10/1/68	8/30/72	SH
			E X A M P L E S				
9							

Enter estimate of total cubic footage of records disposed of on last page only of certificates submitted

cubic footage

I hereby certify that the above listed records were disposed of as indicated.

Signature

Title

Date

Page_____ of_____

EXTRA COPIES OF RECORDS

Frequently copies of records are maintained at more than one location within an LEA. One or more copies of a record may be on file at the central office and additional copies kept in the schools. The following guidelines are provided for disposing of extra copies:

1. Designate the location of the "record copy." This will usually be the central office. The disposition of the record copy is governed by the retention schedule in this manual.

2. Identify the other copies as "nonrecord copies." The disposition of the nonrecord copies is governed by the LEA's retention schedule.

GENERAL CONSIDERATIONS

1. No statement in the manual shall be construed to authorize the destruction of records that have been in custody for less than three years or for such other period or condition that may be expressly required.

2. Public school system records or series of records that are subject to audit must be retained until such time as reports of the audit have been received and accepted by the appropriate officials or the retention period has been satisfied, whichever is longer. As some records are subject to more than one audit or are audited by more than one agency, all audit requirements must be satisfied.

3. The records of discontinued schools remain the responsibility of the LEA and are governed by the same schedules as those issued for the records of existing schools.

4. All questions relating to the contents of this manual should be directed in writing to the Assistant State Superintendent, Division of Research, Evaluation, and Information Systems, Maryland State Department of Education.

SECTION 4. PHOTOGRAPHIC AND OTHER REPRODUCTION METHODS

One of the options open to a local education agency to reduce its storage problem and to increase its file security is to microfilm certain of its records, or to use some other approved method of photographing or photocopying. Microfilming can reduce storage requirements well over 90 percent, if original records are destroyed after microfilming.

The original records may be destroyed once they are microfilmed in accordance with standards established by the Maryland Hall of Records. It should be noted that records listed in the schedule as having a "permanent" retention period can be destroyed after microfilming.

The microfilming of all records usually cannot be justified from the standpoint of economy. Records with short retention periods can usually be stored more economically as originals and then destroyed on schedule.

Sample targets, certificates, and other forms and materials suggested by the Hall of Records for use in a microfilming program are included in Appendix B. They may be adapted for local use.

EFFECT OF ORIGINALS; ADMISSION IN EVIDENCE

Photographs, photocopies, or micrographs of any records processed as prescribed, shall have the same force and effect as the originals would have had, and shall be treated as originals for the purpose of their admissibility in evidence. Certified or authenticated copies of such reproductions or enlargements shall be admitted in evidence equally with the original photographs, photocopies, or microphotographs. (From Annotated Code of Maryland, Article 54, Section 11b.)

SECTION 5. PROCEDURES FOR DESTRUCTION OF RECORDS

Records scheduled for destruction should be assigned to the following categories and destroyed as indicated:

1. Confidential records – shred or burn under the supervision of the staff member responsible for the records or his designee.

2. All other records – dispose of as wastepaper, burn or bury (landfill). Supervision is not required.

After records have been destroyed, the CERTIFICATE OF RECORDS DISPOSAL, MSDE Form No. REIS 074-1 (12/72) (See page 6), must be sent in duplicate to the Maryland State Department of Education; Attention: Assistant State Superintendent, Division of Research, Evaluation, and Information Systems.

SECTION 6. TRANSMITTAL OF RECORDS TO THE MARYLAND HALL OF RECORDS

The LEA's will provide suitable storage space for records, except in those rare cases in which records are determined to be of archival quality by the Hall of Records and are accepted for deposit in the State Archives. The Maryland State Record Centers do not have adequate space to accept records from LEA's for storage.

Each LEA is encouraged to preserve and make available for legitimate purposes original copies of documents of local historic significance.

RECORDS RETENTION AND DISPOSITION SCHEDULE

PART I

RECORDS PRESCRIBED BY THE MARYLAND STATE DEPARTMENT OF EDUCATION

RECORDS RETENTION AND DISPOSITION SCHEDULE

The retention schedule for public school records is divided into two parts for the purposes of this manual. Part 1 lists those records prescribed for local education agencies (LEA's) by the Maryland State Department of Education (MSDE). Part 2, when completed at the local level, will list locally devised reports and supportive records. In addition, certain nonrecords may be listed in order to establish minimal retention periods and to simplify disposition procedures for both record and nonrecord materials at the local level. Users of this manual are advised that all public school records, whether generated at the state or local level, are governed by the provisions of state law.

PART 1: Reports and Supportive Records Prescribed by MSDE for LEA's

Records in this part of the retention schedule are listed in a format which includes the form number, if available, the record title or description, whether the record is confidential, the location of the record copy, retention period (years, unless noted) of the record copy, and optional retention period for extra copies, if desired by the LEA.

Part 1 of the schedule may be used immediately by the LEA's for those records listed in the schedule. The LEA's will encounter older MSDE prescribed records which are not listed by title in part 1. In such cases it will be necessary for the LEA to interpret part 1 of the schedule for the purpose of finding similar or related records with a specified retention period which can be assigned to the older record in question. In addition, new records will continue to appear and will require similar management judgement at the local level prior to inclusion in the retention schedule as manual refinement takes place.

Records prescribed for LEA's by MSDE are reflected in the following table of contents for Part 1. For purposes of convenience these records are listed under the MSDE Division and Section most closely related to the reporting requirements.

ABBREVIATIONS:

NR – Nonrecord
P – Permanent
UA – Three years or until audited, whichever is later

RECORDS RETENTION AND DISPOSITION SCHEDULE
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PART ONE

Index No. 1.1.A

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Administration and Finance
Section: School Facilities

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1	Phase I Form I	Project Plan and Application			4	
2	Phase II Form I	Site Submission			4	
3	Phase II Form 2A	Schematic Designs Submission			4	
4	Phase II Form 2B	Design Development Documents Submission			4	
5	Phase II Form 3	Construction Documents Submission			4	
6	Phase II Form 5	Tabulation of Bids			4	
7	Phase II Form 1	Agreement Submission			4	
8	Phase III Form 2	Change Order Submission			4	
9	Phase I Form 1	Transmittal Form for Comprehensive Plan			4	
10	Phase I Form 3	Architect Submission			4	
11	Phase II Form 1	Educational Specifications			4	
12	Phase III Form IV	Monthly Report of Expenditures			4	
13	Phase IV Form I	Evaluation			4	
14		Disposal of Property			4	
15		LEA Correspondence Supportive of above records			4	

RECORDS RETENTION SCHEDULE NUMBER 582
Records Prescribed by the Maryland State Department of Education

Division: Administration and Finance (cont.)
Section: Food Services

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1		Addendum to School Breakfast Program Application			3	
2		Addendum to Special Milk Program Application			3	
3		Quick Reporting System Commodity Only Schools			3	
4		Nonfood Assistance Application – Claim SFSP C			3	
5		Admin. Review Report – Special Food Services Program			3	
6		School Breakfast Program Agreement (public schools)			P	
7		School Breakfast Program Application			3	
8		School Breakfast Program Schedule A			3	
9		Claim for Reimbursement – School Breakfast Program			3	
10		Special School Milk Program Agreement (public schools)			P	
11		Schedule A of Special Milk Program			3	
12		Nonfood Assistance Program Agreement			P	
13		Nonfood Assistance Application Claim			3	
14		Administrative Review Report – School Food Services Program			3	
15		National School Lunch Program Agreement (public schools)			P	
16		National School Lunch Program Application (Type A Lunch)			3	
17		Schedule A of Program School Lunch			3	
18		Claim for Reimbursement National School Lunch and Special Milk Program			3	

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Administration and Finance (cont.)
Section: Food Services (cont.)

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
19		Supplemental Claim of Reimbursement Information–"Quick Reporting System"			3	

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Administration and Finance (cont.)
Section: Safety and Transportation

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
		Pupil Transportation Reports				
1	T-4	Physical Exam of Maryland School Bus Drivers			Duration of Employment	
2		Maryland School Bus Acceptance Check			10	
3	T-1	Request for Approval of Change in Public School Transportation Contract			5	
4	T-2	Request for Approval of Change in Public School Transportation Contract			5	
		Driver Education Reports				
5		Driver Education Certificate Register			P	
6		Request for Driver Education Certificates			2 (NR)	
7	015-28	Driver Education Program Report – School Year			3	
8	015-20	Driver Education Program Report – Summer School			3	
9	015-27	Driver Education Program Report – After School			3	
10		Request for Driver Education Instructor's Cards			3	
10a		a. previously certificated			3	
10b		b. not previously certificated			3	

PART ONE

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Administration and Finance (cont.)
Section: Budget and Fiscal Planning

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1	015-32	Certificated Staff Report (Control Sheet)			3	
2	015-1	Aid to Education State Aid for Current Expense (Calculation of State Aid and Worksheets)			NR	
3	015-4	Statement of Distribution of State Aid			NR	
4	015-6	Pupil Enrollment			NR	
5	015-7	Public School Professional Staff Budget Estimates			3	
6	015-8	Pupil Transportation			3	
7	015-9	Local Funds for Public E&S Schools in Maryland			3	
8	015-10	Handicapped Child – Budget Estimates			3	
9	015-11	Teaching Assign. in Evening H.S.			3	
10	015-12	Pupil Enrollment in Evening H.S.			3	
11	015-13	Construction Distribution Statement			NR	
12	015-17	Operating Costs of Severely Handicapped Child in Special Public Day-School Program			3	
13	015-18	Request for State Aid for Home Instruction			3	
14	015-19	Request for Appropriation of State Aid for Handicapped Child. in Non-public Schools			3	
15	015-20	Driver Education Summer Program High School Pupils			3	
16	015-30	Request for State Aid for Hospital Instruction			3	
17	015-31	Request for State Aid for Handicapped Child. Non-public Schools (Excess Cost Cases)			3	
18	015-22	Library Certification – Current Expenses			3	
19	015-23	Summary of IBM List of Handicapped Pupils in Non-public Schools			3	

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Administration and Finance (cont.)
Section: Budget and Fiscal Planning (cont.)

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
20	015-25	Sending Units Report on Tuition (Inter-County Transfers – Report of Tuition [R])			3	
21	015-26	Tuition Report . . . . [S]			3	
22	015-27	Driver Education Public H.S. Pupils – Out of School Hours			3	
23	015-28	Driver Education Public H.S. Pupils – During School Hours			3	
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PART ONE

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Administration and Finance (cont.)
Section: Accounting

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1	Form DVE	Div. of Voc.-Tech. Ed. Annual Financial Report			5	
2		NDEA Act Title III			5	
3	AGE-R-1	Request for Reimbursements of State Fund for Adult General Education			5	
4	ABE-2	Request for Reimbursement			5	
5	MDTA-SRI	Manpower Development & Training Act – Request for Funds and Financial Status Report			5	
6	10-DLE	ESEA Title II – Project Financial Status Report			5	
7	ESI-10	ESEA Title I – Project Financial Status Report			5	
8	ESEA-6	ESEA Title VI – Project Financial Status Report			5	
9	NYC-9	NYC Sponsor's Activity Report			5	
10	BWP-24	Sponsor's Invoice			5	
11	BWP-25	Sponsor's Detailed Statement of Costs			5	
12	AF-123	Certificate of Project Expenditures			5	
13		Proposed Budget Summary of Expenditure Report			5	
14	AF 97-2	Equipment Inventory (Adult Basic Education			5	
15	DVE 420A	Application for Approval of Vocational Education PGMS			5	
16	DVE 303	Equipment Inventory Vocational & Technical Education			5	
17		Div. of Voc.-Tech. Ed. Qtrly Progress Report			5	

RECORDS RETENTION SCHEDULE NUMBER 582
Records Prescribed by the Maryland State Department of Education

Division: Administration and Finance (cont.)
Section: Accounting (cont.)

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
18	AF/71	Claim for Reimbursement (National School Lunch Program)			5	
19	AF-NYC-270	Confirmation Sheet			5	
20	AF-NYC	County Director Budget			5	
21	ESEA III 30-3	Qtrly Estimated Requirement and/or Report of Disbursement Title III ESEA Cash			5	
22	AF-011-01	Request for reimbursement school community centers program			5	
23		Notification of Grant Award ESEA Title III			5	

PART ONE

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Certification and Accreditation
Section: Office of Certification

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1	CA-C-19	Recommendation Form			3	
2		Workshop Approval Form			3	
3		Evaluation for Certification – Guidance Counselor – 617:514			P	
4		Evaluation for Certification – Home Economics – 617:69			P	
5		Evaluation for Certification – Secondary Academic Subjects – 617:21			P	
6		Evaluation for Certification – Elementary or Early Childhood Education – 617:41 and 42			P	
7		Evaluation for Certification – Music (secondary) – 617:58 (a)			P	
8		Evaluation for Certification – Music (elementary school) – 617:58 (b & c)			P	
9		Evaluation for Certification – General Form			P	
10		Evaluation for Certification – Physical Education – 617:511 (a) (secondary)			P	
11		Evaluation for Certification – Physical Education – 716:511 (b & c) (elementary)			P	
12	CA-C25	Reinstatement Letter			P	
13	CA-C-33	Recent Credit Letter			P	
14		Evaluation for Certification – Art – (elementary school) 617:51 (a)			P	
15		Evaluation for Certification – Art – (secondary school) 617:51 (a)			P	

RECORDS RETENTION SCHEDULE NUMBER 582
Records Prescribed by the Maryland State Department of Education

Division: Certification and Accreditation (cont.)
Section: Office of Certification (cont.)

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
16		Evaluation for Certification – Business Education – 617:63			P	
17		Evaluation for Certification – Driver Education – 617:53			P	
18		Evaluation for Certification – Industrial Arts (secondary) 617:55			P	
19		Evaluation for Certification – Agriculture 617:61			P	
20		Evaluation for Certification – Business Education Teacher Coordinator 617:64			P	
21		Evaluation for Certification – Business Data Processing – 617:65			P	
22		Evaluation for Certification – Distributive Education Teacher Coordinator – 617:67			P	
23		Evaluation for Certification – Trades and Industry Programs – 617:71			P	
24		Evaluation for Certification – Health Education 617:54			P	
25		Evaluation for Certification – Reading Teacher – 617:512			P	
26		Evaluation for Certification – Pupil Personnel Worker – 617:515			P	
27		Evaluation for Certification – Teacher of Handicapped Children – 617:516			P	
28		Evaluation for Certification – Reading Specialist – 617:519			P	
29		Evaluation for Certification – Psychological Services – 617:5111			P	
30		Evaluation for Certification – Supervisors and Principals – 617:12			P	

PART ONE

Index No. 1.3.A

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Research, Evaluation, and Information Systems
Section: Statistical Services

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1	A & F 015-33	Certificated Staff Currently Employed by Local Unit (Joint report with State Aid unit)	Yes		5	
2	REIS 075-26	Summary of All Staff			3	
3	REIS 075-31	Number of Professional Staff in Central Office by Assignment, Race, and Sex			3	
4		Weekly Assignments of Professional Staff			3	
5		High School Subject Offerings			3	
6		Annual Organization Report			3	
7	REIS 075-14	Public School Enrollment by Race, Sex, and Single Years of Age			3	
8	REIS 075-11	Summary of Enrollment, Attendance, & Promotions			3	
9	REIS 075-30	Waiver Program for Secondary School Pupils			3	
10	REIS 075-21	Opening & Closing Dates of Schools; Number of School Days; Schools Open Less Than 180 Days			3	
11	REIS 075-22	Changes in Number of Schools			3	
12	REIS 075-9	Miscellaneous School Data			3	
13	REIS 075-10	Summer School Programs			3	
14	REIS 075-15	General Adult Education Programs			3	
15	REIS 075-7	Report on New Construction Completed			3	
16	REIS 075-1	Fall Report on School Housing			3	

RECORDS RETENTION SCHEDULE NUMBER 582
Records Prescribed by the Maryland State Department of Education

Division: Research, Evaluation, and Information Systems (cont.)
Section: Statistical Services (cont.)

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
17	075-200	Annual Budget for Local Boards of Education			3	
18	REIS 075-201	Consolidated Annual Finance Report			P	
19	REIS 075-2	Summary of Public School Pupils Transported at Public Expense			3	
20	076-200	Summary of Estimated Cost of Transporting Public School Pupils at Public Expense			3	
21	076-201	Summary of Actual Expenditures for Pupil Transportation			UA	
22	076-202	Request for Approval of Change in Transportation Contract			UA	
23	REIS	Maximum Salaries Provided Under Present Salary Schedules for Selected Positions; Salary Schedules of Professional Staff			10	
24	CR-1	Achievement and Attendance Record	yes	Schools	P	
25	CR-2	Personal Data Record	yes	Schools	Pupil-Age 21	
26	CR-3	Test Record	yes	Schools	Pupil-Age 21	
27	CR-4	Teacher Observation Record	yes	Schools	Pupil-Age 21	
28	CR-5	Perm. Record, Elem. School	yes	Schools	P	
29	CR-6	Handicapped Child Record	yes	Schools	Pupil-Age 21	
30	CR-7	Vision-Hearing Screening Record	yes	Schools	Pupil-Age 21	
31	CR-8	Pupil's Medical Record Form Private Physician	yes	Schools	Pupil-Age 21	
32	CR-9	Pupil's Health Progress Record	yes	Schools	Pupil-Age 21	

PART ONE

RECORDS RETENTION SCHEDULE NUMBER 582
Records Prescribed by the Maryland State Department of Education

Division: Research, Evaluation, and Information Systems (cont.)
Section: Statistical Services (cont.)

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
33		Other Pupil Records Prior to 1957 a) Retain Records Similar to CR-1, and CR-5 Permanently b) Destroy all Other Records Similar to CR-2, CR-3, CR-4, CR-6, CR-7, CR-8, and CR-9	yes	Schools		
34	PDS-1	Personal and Family Information	yes	Schools	P	
35	PDS-2	Subject Performance Information	yes	Schools	P	
36	PDS-3	Standardized Test Information	yes	Schools	Pupil-Age 21	
37	PDS-4	School Enrollment and Non-Subject Performance Information	yes	Schools	Pupil-Age 21	
38	PDS-5	Physical Health Information	yes	Schools	Pupil-Age 21	
39	PDS-6	Health Inventory, Elementary and Secondary	yes	Schools	Pupil-Age 21	
40	PDS-7	Pupil Identification Data for School Year 19	yes	Schools	Pupil-Age 21	
41		Attendance Roll Books, (Teachers' Registers), and other Locally Devised Forms Which Serve the Same Function	yes	Schools	3*	

*In cases where the teacher's registers, etc., are the only surviving records, the registers and other similar locally devised forms should be kept permanently.

RECORDS RETENTION SCHEDULE NUMBER 582
Records Prescribed by the Maryland State Department of Education

Division: Research, Evaluation, and Information Systems (cont.)
Section: Educational Research and Evaluation

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1	OE Form 4484	U.S. Office of Education – Consolidated Program Information Report			UA	
2		MSDE – ESEA, Title I Evaluation Report on Summer Term and Regular Term Programs for Low Income Children			UA	
3		MSDE – ESEA, Title I Evaluation Report on Programs for Migrant Children			UA	
4	OE Form 2328	Program Reference File – School Report			3	

PART ONE

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Research, Evaluation and Information Systems (cont.)
Section: Vocational Education Research Coordinating Unit

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1	DVE 522T	MSDE – College Faculty Form			5	
2	DVE 523S	MSDE – Adult Voc. Ed. Student REC			5	
3	DVE 523T	MSDE – Adult Voc. Ed. Teacher REC			5	
4	MSDE 200S	MSDE – High School Graduate Follow-Up Questionnaire			5	
5	DVE 5215 (S-70)	MSDE – Secondary Voc. Ed. Student REC.			5	
6	DVE 521T (S-70)	MSDE – Secondary Voc. Ed. TEAC. REC			5	
7	DVE 5225	MSDE College Student Form			5	

PART ONE

Index No. 1,4,A

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Compensatory, Urban, and Supplementary Programs
Section: Compensatory Education

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1		AVC Daily Attendance of Handicapped Children in Schools Supported by State			P	
2	OE4389-3	Project Summary (Migratory Children)			P	
3		Criteria for Demonstrating Comparability			3	
4	ESEA Title 1 1 Rev. 72	Application for Grant (Educationally Deprived)			3	
5	1-8-70	Project Amendment Application			P	
6	10 REV-2/ 68	Project Financial Statement			P	
7		Letter of Acknowledgement			P	
8	0E4376-1	Annual Survey of Children in Institution not supported by State			P	

PART ONE

RECORDS RETENTION SCHEDULE NUMBER 582
Records Prescribed by the Maryland State Department of Education

Division: Compensatory, Urban, and Supplementary Programs (cont.)
Section: Supplementary Centers and Services

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1	ESEA III 30-1	Statistical Data ESEA Title III			P	
2		QTRLY Est. REQ and/or Report of DISB Title III Cash			P	
3	ESEA III 302-	Proposed Budget Summary, or Expenditure of Federal Funds			P	

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Compensatory, Urban, and Supplementary Programs (cont.)
Section: National Defense Education Act (NDEA)

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1		MSDE – NDEA III Financial Status Report			5	
2		NDEA Title III Fiscal Report			5	
3		NDEA Title III Project Application			5	
4		No Name Project Control Slip (Blue 3/4) (Regular)			5	
5		No Name Project Control Slip (Yellow 3/4) (Appalachia)			5	
6		Project Approval Summary			5	
7		No Name Project Approval Notification			5	
8		Project Evaluation Summary			5	
9		Project Acknowledgement Letter			5	
10		Project Approval Cover Letter			5	

PART ONE

RECORDS RETENTION SCHEDULE NUMBER 582
Records Prescribed by the Maryland State Department of Education

Division: Instruction
Section: Office of Curriculum Development

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1		Development of Black Studies Programs in U.S. History and Modern Public Secondary Schools			5	
2		Report on Status of Family Life and Human Development			3	
3	Appendix C	Community Centers Program Evaluation			5	
4	Form A/F C11-01	Requests for Reimbursement – School Community Centers Program			5	
5		Cover – Application Sheet (School Community Centers Program)			3	
6		Current Curriculum Materials Developed			1 (NR)	

RECORDS RETENTION SCHEDULE NUMBER 582
Records Prescribed by the Maryland State Department of Education

Division: Instruction (cont.)
Section: Adult Continuing Education

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1	ABE-3	Equipment Inventory			5	
2	ABE-2	Request for Reimbursement			5	
3		Adult Basic Education Annual Program Report			3	
4		Adult Basic Education Monthly Activity Report			1 (NR)	
5	AGE-R-1	Request for Reimbursement of State Funds for Adult General Education			3	
6	AGE-E-1	Requests for Encumbrance of State Funds for Adult General Education			3	

PART ONE

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Instruction (cont.)
Section: Office of Special Education

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1		Annual Report on Speech and Hearing			3	
2	INSTR 156-23	Summary Request for State Aid for Severely Handicapped Pupils in Nonpublic Schools			3	
3	INSTR 015-19	Request for Approval of State Aid for Handicapped Children in Nonpublic Schools			3	
4		Special Aid to Handicapped Children Report of Pupil Progress			3	
5	INST. 156-1	Summary of Request for Approval of Special Programs for Handicapped Children in Maryland Public Schools			3	
6	INST. 156-31-771	Request for Approval of State Aid for Handicapped children in Nonpublic Schools (excess cost cases)			3	
6	A&F Form	Request for Approval of Special PGMS for Handicapped Children in Maryland Nonpublic Schools			3	

RECORDS RETENTION SCHEDULE NUMBER 582
Records Prescribed by the Maryland State Department of Education

Division: Instructional Television
Section: Administrative

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1	112470	Reporting from ITV Coordinators in the Viewing Area (Revised Yearly)			1 (NR)	
2		TV Survey, County Superintendents of Schools			3	
3		Planning: Evaluating Guidelines Production Flow Model (Being Revised)			3	
4		Superintendent's Survey on Maryland Instructional TV			3	
5		Summary of Superintendent's survey on Maryland, Instructional TV			3	
6		LEA Correspondence supportive of official records			3	

PART ONE

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Instructional Television (cont.)
Section: Curriculum Development and Utilization

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1		ITV Workshops			3M (NR)	
2		Payment Request (subtitle)			3	
3		Teacher's Manual Request (revised yearly, supports financial expenditure)			3	
4		ITV Coordinator Listing (revised yearly)			1 (NR)	
5		ITV Coordinator Response Sheet Revised			1 (NR)	
6		LEA correspondence supportive of official records			3	

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Library Development and Services
Section: School Media Services

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1	NP3-7/71 DLDS	Report of Local Expenditures: Nonpublic Schools Library Resources, Textbooks, Other Instructional Materials			5	
2	P1-7/71 DLDS	Report of Local Expenditures: Public Schools School Library Resources, Textbooks, Other Instructional Materials			5	
3	P2-9/71	Application for ESEA Title II Funds-Public Schools			5	
4	NP2-9/71 DLDS	Application for Loan of Materials Under ESEA Title II – Nonpublic Schools			5	
5	P8-11/71 DLDS	ESEA Title II Project Approval-Public Schools			5	
6	NP7-11/71 DLDS	ESEA Title II Application Approval-Nonpublic Schools			5	
7	6a 12/68 DLE	Certifications – Public Schools			5	
8	6b 12/68 DLE	Certifications – Nonpublic Schools			5	
9	P4-7/71	ESEA Title II Project Financial Status Report (submitted quarterly)			5	
10	P9-3/72 DLDS	Annual Library-Media Center Report-Public Schools			P	
11	NP9-7/73 DLDS	Annual Library-Media Center Report-Private Schools			P	
12	HEW-441 (12-64)	Assurance of Compliance with the Department of Health, and Welfare Regulations Under Title VI of the Civil Rights Act of 1964			P	
13	HEW 44 441-C (Rev. 2/67)	Assurance of Compliance with the Department of Health, and Welfare Regulations Under Title VI of the Civil Rights Act of 1964 for Agencies, Institutions and Organizations which are not Direct Recipients of Federal Financial Assistance			P	

PART ONE

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Vocational-Technical Education
Section: Program Planning Unit

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1	DVE 3140	Annual Descriptive Report of Program Activities for Vocational Education			3 (UA)	
2		Annual Financial Report			3 (UA)	
3		Quarterly Progress Reports			3 (UA)	
4	DVE 303	Equipment Inventory			Until Value of Equipment Drops Below $200.00	
5	DVE 540	Placement & Program Completions Vocational Technical Programs			3 (UA)	
6	DVE 420 S	Summary Total Vocational Technical Education Budget – Agency-wide			3 (UA)	
7	DVE 420 P	Summary of Program Area Budget Vocational Technical Education Agency-wide			3 (UA)	
8	DVE 430 L's	Budget Details of Annual Plan: Individual School – All Programs			3 (UA)	
9	DVE 300 D	Local Agency – Annual Plan			3 (UA)	
10	DVE 205	Local Agency Long-Range Plan			3 (UA)	
11 1	DVE 420 A	Application for Approv., Voc. Ed. Programs under Amend. of 1968 p. 1. 90-576 & Maryland State Plan for Vocational Education			3 (UA)	
12	DB 320A	Preliminary Application (Research Trng. Pilot Demonstration Projects)			3 (UA)	
13	310 NP	Proposal for Approval of Vocational-Technical Education Program			3 (UA)	
14	DVE 250	Application by LEA to Participate in Work-Study Program			3 (UA)	
15	DVE 330 A	Preliminary Application (Exemplary Projects)			3 (UA)	
16	DVE 251	Agreement to Participate in Work-Study Program			3 (UA)	

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Vocational-Technical Education (cont.)
Section: Program Planning Unit (cont.)

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
17		Graduate Follow-up Report			3 (UA)	
18		Official correspondence supportive of the above			3 (UA)	

PART ONE

RECORDS RETENTION SCHEDULE NUMBER 582

Records Prescribed by the Maryland State Department of Education

Division: Vocational-Technical Education (cont.)
Section: Vocational Facilities and Equipment Unit

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1	DVE 210 211, 212, 213, 214	Construction Application			3 (UA)	
2	DVE 215	Applicant's Quarterly Compliance Report			3 (UA)	
3	A & 1 2 3	Certificate of Expenditure			3 (UA)	
4	DVE 1	Resolution			3 (UA)	

RECORDS RETENTION SCHEDULE NUMBER 582
Records Prescribed by the Maryland State Department of Education

Division: Vocational-Technical Education (cont.)
Section: Program Planning Unit

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	(LEA) LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	(OPT. LEA) RETENTION EXTRA COPIES (Years)
1		Cooperative Prog.'s Wage and Hour Report			3 (UA)	
2		Agric. Teacher's Schedule			3 (UA)	

RECORDS RETENTION AND DISPOSITION SCHEDULE

PART II

RECORDS REQUIRED BY THE LOCAL EDUCATION AGENCY
(A SPECIMEN SCHEDULE)

RECORDS RETENTION AND DISPOSITION SCHEDULE

PART II: LEA Reports and Supportive Records

Each LEA must construct its own retention and disposition schedule for locally devised reports and other records. A retention period must be assigned in accordance with applicable laws and guidelines provided in this manual. The following is a partial schedule for a hypothetical LEA to serve as a model. When completed the local schedule should replace this model. The initial local schedule and subsequent schedules updated, on a biennial basis, should be filed with the Assistant State Superintendent, Division of Research, Evaluation, and Information Systems, Maryland State Department of Education.

ABBREVIATIONS:

DE – Duration of employment
L+ – Life of equipment +_____ years
NR – Nonrecord
UA – Three years or until audited, whichever is later
US – Until superseded
P – Permanent

PART TWO

MODEL

A. RECORDS RETENTION SCHEDULE NUMBER 582
for Local Records

Division: Business and Finance
Office: Accounting

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	RETENTION EXTRA COPIES (Years)
393	31-29	Check Request		Accounting	5	—
394	31-30	Remittance to Board of Education		Accounting	5	3
395	31-31	Materials Received without Invoice		Accounting	5	3
396	31-33	Expense Voucher (Individual)		Accounting	5	—
397	31-34	Reimbursement Request		Accounting	5	3
398	31-68	Petty Cash Receipt		Accounting	5	—
399	31-180	Income Tax Exclusion of Sick Leave Payments		Accounting	5	—
400	31-183	CICHA Authorization		Payroll	NR UA	—
401	31-700	U.S. Savings Bonds Deduction Authorization		Payroll	NR UA	—
402	31-701	Physically, Mentally Handicapped Pupils Report		Accounting	5	1
403	31-702	Status of Purchase Order		—	NR	—
404	31-702	Form Letter Re: Purchase Orders		—	NR	—
405	31-703	Cash Deposited		Accounting	5	—
406	31-705	Personal and Other Expense Distribution		Accounting	5	—
407	31-706	Vendor Disbursement Voucher		Accounting	5	—
408	31-707	Form Letter Re: Items Not Received		Accounting	NR	—
409		Bank Statements		Accounting	5	—
410		Deposit Slips		Accounting	5	—
411		Checks		Accounting	5	—
412		Check Registers		Accounting	5	—
413		Purchase Orders (red)		Accounting	5	—
414		Vouchers		Accounting	5	—
415		Invoices		Accounting	5	—

PART TWO

MODEL

A. RECORDS RETENTION SCHEDULE NUMBER 582
for Local Records

Division: Business and Finance (cont.)
Office: Accounting (cont.)

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	RETENTION EXTRA COPIES (Years)
416		General Ledgers		Accounting	P	—
417		Distrubution, Reconciliation		Accounting	5	—
418		Cash Receipts and Disbursement Journals		Accounting	5	—

A. RECORDS RETENTION SCHEDULE NUMBER 582
for Local Records

Division: Business and Finance (cont.)
Office: Food Services

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	RETENTION EXTRA COPIES (Years)
419	32-700	Who To Call		—	NR	US
420	32-701	Directory			NR	US
421	32-702	Doughnut Bill		Food Services	3	1
422	32-703	Absence Report		Payroll	5	1
423	32-704	Complaints/Suggestions		Food Services	NR	1
424	32-705	Purchased Food & Vegetable Inventory		Food Services	5	2
425	32-706	Kindergarten Bill		Food Services	5	1
426	32-707	Payroll Report, Special Functions		Payroll	5	1
427	32-708	Special Function Billing		Food Services	5	1
428	32-709	Special Function Request		Food Services	NR	1
429	32-710	Special Function Agreement		Food Services	5	1
430	32-711	Employee Time Schedule Information Sheet		Food Services	NR	1
431	32-712	Employee Information Sheet		Food Services	NR	1
432	32-713	Mileage Report		Food Services	5	1
433	32-714	Inventory of Food Supplies		Food Services	5	2
434	32-715	Paper and Soft Goods Inventory		Food Services	5	2
435	32-716	Cleaning Supplies Inventory		Food Services	5	2
436	32-717	Direct Distribution Commodity Inventory		Food Services	5	2
437	32-718	Direct Distribution Receipt and Inventory Record		Food Services	5	2
438	32-719	School Lunch Food Order Form		Food Services	3	1
439	32-720	Equipment for Special Function		Food Services	NR	1
440	32-721	Paper Supply Order		Food Services	3	1
441	32-722	Soft Good Order		Food Services	3	1
442	32-723	Inventory Worksheet		Food Services	NR	1

A. RECORDS RETENTION SCHEDULE NUMBER 582
for Local Records

Division: Business and Finance (cont.)
Office: Food Services (cont.)

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	RETENTION EXTRA COPIES (Years)
443	32-724	Transfer of Commodities		Food Services	5	1
444	32-725	Milk Report		Food Services	NR	1
445	32-726	School Serving Lunches		Food Services	NR	1
446	32-727	Report of Special Function		Food Services	5	1
447	32-728	Numerical Checklist of Schools		Food Services	NR	—
448	32-729	Employee Information Sheet		Personnel	P	DE
449	32-730	Alphabetical List of Cooking Schools		Food Services	NR	—
450	32-750	Cafeteria Daily Operating Report		School Lunch Accounting	5	—
451	32-751	Report of Special Function		School Lunch Accounting	5	—
452	32-753	Petty Cash Verification		School Lunch Accounting	5	—
453	32-752	Physical Inventory Report		School Lunch Accounting	5	—
454	32-754	Cashier's Daily Report		School Lunch Accounting	5	2
455		Receipts		School Lunch Accounting	5	2
456		Checks		School Lunch Accounting	5	—
457		Bank Statements and Reconciliations		School Lunch Accounting	5	2
458		Deposit Slips		School Lunch Accounting	5	—
459		Invoices and Check Vouchers		School Lunch Accounting	5	—
460		Journals and Ledgers		School Lunch Accounting	P	—
461		Purchase Orders		School Lunch Accounting	5	2

A. RECORDS RETENTION SCHEDULE NUMBER 582
for Local Records

Division: Business and Finance (cont.)
Office: Food Services (cont.)

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	RETENTION EXTRA COPIES (Years)
462		Check Register		School Lunch Accounting	5	—
463		Profit and Loss Statements		School Lunch Accounting	5	2
464		USDA Food Distribution		School Lunch Accounting	5	2
465		Delivery Tickets USDA Food		School Lunch Accounting	5	—
466		Health Department Inspection Letters		School Lunch Accounting	5	—
467		Drawings of Cafeterias		School Lunch Accounting	US	—
468		Equipment Inventory Cards		School Lunch	L+3	—

A. RECORDS RETENTION SCHEDULE NUMBER 582
for Local Records

Division: Business and Finance (cont.)
Office: School Accounting

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	RETENTION EXTRA COPIES (Years)
984		Receipts		Schools	5	—
985		Checks		Schools	5	—
986		Bank Statements and Reconciliations		Schools	5	—
987		Deposit Slips		Schools	5	—
988		Vendors' Invoices and Check Vouchers		Schools	5	—
989		Journals and Ledgers		Schools	P	—
990		Inventories		Schools	5	—
991		Audit Letter to Schools		Schools	P	P
992		Audit Work Papers		School Acc't	P	—
993		Vendors' Invoices Sent to Board of Education		Accounting	5	—
994	42-9	Application for Use of School Facilities		Associate Superintendent Phys. Facil.	5	3
995	42-736	Summer School Attendance Cards		School Acc't	2 (NR)	—
996	42-737	Summer School Registration Forms		Schools	5	3
997	42-738	Summer School Refund Authorization		Schools	5	3
998	42-739	Summer School Waiver Authorization		Schools	5	3
999	42-115	Service Orders (Work Done by Shops)		Schools	5	—

A. RECORDS RETENTION SCHEDULE NUMBER 582
for Local Records

Division: Business and Finance (cont.)
Office: Child Accounting

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	RETENTION EXTRA COPIES (Years)
1000	43-59	Temporary September Roll			NR	—
1001	43-60	Monthly Report, Relay Sessions and Temporary Quarters		Child Accounting	3	1
1002	43-700	Pupil Parent Survey Questionnaire PL 874, 815		Child Accounting	5	—
1003	43-705	Request for School Records		Child Accounting	3	—
1004	43-706	School Record in Lieu of Birth Certificate		Child Accounting	3	—
1005	43-708	First Day Enrollment		Child Accounting	NR	—
1006	43-709	Tenth Day Enrollment		Child Accounting	3	1
1007	43-710	Number of Pupils Eligible for Transportation		Child Accounting	3	1
1008	43-713	Teacher Judgment Card			NR	—
1009	43-714	File Maintenance Form for Diploma/Certificate File of Names			NR	—
1020	43-717	Pupil Address System Card			NR	—
1021	43-719	Course Change Registration Form			NR	—
1022	43-723	Summer Update and Class List Scan Sheet			NR	—
1023	43-727	Attendance Change Memo			NR	1
1024	43-729	Section Reorganization Report			NR	
1025	43-730	Pupil Enrollment Form E		Schools	P	
1026	43-732	Pupil Attendance Report Scan Sheet			NR	
1027	43-741	Pupil Registration		Schools	P	1
1028	43-742	Pupil Entry Log		Child Accounting	NR	1
1029	43-743	Pupil Withdrawal Log		Child Accounting	NR	1
1030		Number Belonging by Grade Report		Child Accounting	P	—
1031		Lists of Graduates		Child Accounting	P	P

PART TWO

MODEL

A. RECORDS RETENTION SCHEDULE NUMBER 582
for Local Records

Division: Business and Finance (cont.)
Office: Payroll

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	LOCATION OF RECORD COPY	RETENTION PERIOD (Years)	RETENTION EXTRA COPIES (Years)
1286	88-179	Payroll Transmittal Authorization		Payroll	P	—
1287		Time Sheets		Payroll	5	3
1288	88-182	Absence Report		Payroll	3	1
1289	88-185	Payroll Discrepancy Form		Payroll	NR	
1290	88-190	Transmittal of School Funds to Payroll Department in Payment of Occasional Personnel Services		Schools	5 (UA)	—
1291	88-192	Payroll Information Sheet (Referees) Game Officials		Payroll	UA	—
1292	88-702	Payroll Change Memorandum		Payroll	5	—
1293	88-703	Daily Substitute Payroll Information		Payroll	5	—
1294		Payroll Journals		Payroll	P	—
1295		Earning Records		Payroll	P	—
1296		Deduction Registers		Payroll	5	—
1297		Change of Status Forms, Notices of Separation and Appointment, Salary Changes, Transfers		Personnel	P	UA (NR)

B. RECORDS RETENTION SCHEDULE NUMBER 582
for Individual Schools

This section refers to the records and nonrecords kept in the individual schools. It is assumed that except where noted the copy of record is kept in the central offices.

Many of these records and nonrecords are previously listed in Part 2 A. of the Schedule. They are again listed here for the convenience of the schools.

ITEM NUMBER	FORM NUMBER	RECORD TITLE OR DESCRIPTION	CONFIDENTIAL	LOCATION OF RECORD COPY	RETENTION PERIOD FOR THE SCHOOLS
1500	43-60	Monthly Reports on Relay Sessions & Temporary Quarters			1
1501	43-708	First Day Enrollment			0
1502	43-709	Tenth Day Enrollment			1
1503	43-710	Number of Pupils Eligible for Transportation			1
1504		Various Forms for Reporting Attendance in Pupil Attendance Summary System			1
		Final Diploma Listing			P
1505		Administrative Measures			3
1506		Organization Reports			3
1507		Application for Approval of Speakers for Student Groups			1
1508		Accreditation		Schools	P
1509	36-38	Report Nonresident Pupils Tuition			1
1510		School Boundaries			P
1511		Board Policies & Procedures			US
1512		Principal's Supervisory Reports			3
1513		Book and Material Orders			1
		Requisitions			1
1514		Equipment & Supplies Inventories			US + 2
1515		Time Sheets			3
1516		Student Insurance Files			3
1517		Courses of Studies			US
1518		Keys, Locks, Lockers		Schools	US
1519		Files on Each Graduating Class		Schools	P
1520		Purchase Orders (Completed)			3
1521		School Accounting (See "School Accounting")			
1522	33-26	Transportation Report I A			1
1523	33-27	School Bus Report II A			1
1524	33-704	Pupil Transportation Plans			1
		Bus Routes			1

APPENDIX A

LEGAL BASIS FOR RECORDS MANAGEMENT PROCEDURES

Annotated Code of Maryland

Article 54, *Hall of Records*

Article 76A, *Public Information*

ARTICLE 54.

HALL OF RECORDS.

Hall of Records Commission

Sec.
1. Membership.
2. Supervision and control of Hall of Records; Archivist and other employees; "Land Commissioner" to mean "Archivist."
3. Collection of old records, documents, etc.
4. Seal; rules for governance; acquisitions by gift or purchase.
5. Transfer of certain papers, records and documents.
6. Custody of records of defunct State agencies, etc.
7. Officials authorized to turn over certain records.
8. Destruction of certain records not accepted by Commission; lists thereof.
9. What constitute records under § 8.
10. Programs of record management; retention schedules; duties of Commission.
11. Photographs and other reproductions of records.

Land Patents

12. Purpose of subtitle; rights under existing patents not affected.
13. Definitions, interpretation, construction and severability.
14. Designation of Commissioner; seal; powers and duties of Commissioner generally; nature of proceedings for issuance of patents; summons; perjury; employees.
15. Who may obtain patent; interest not passed, affected or acquired until issuance of patent.
16. Proceeding to obtain patent commenced by filing application for warrant; certain forms of warrant abolished; contents, signing and verification of application; effect of certain interests; death and substitution of applicant; attorney.
17. Filing and priority of application; contents of warrant; notice of issuance of warrant.
18. Execution of warrant; rules for conduct of surveyors; certificate of survey or resurvey; form and contents of plat; death and substitution of surveyor; charges of surveyor; provisions of Article 91, §§ 1 to 18 superseded.
19. Depositions.
20. Filing of certificates and plats; correction and amendment thereof; valuation of vacant land.
21. Determination by Commissioner whether patent should be issued; certificate of Commissioner.
22. Objections to issuance of patents.
23. Hearings generally.
24. Issuance of patent generally; form and contents of patent.
25. Termination of proceeding to obtain patent; unpaid fees, etc., constitute debt to State; lien therefor.
26. Compliance; vested right or interest not affected.
27-44. [Repealed].
45-47. [Repealed].
48. Patent not to affect riparian rights, nor issue for land covered by navigable waters.
49-52. [Repealed].
53. Copies of record books prior to 1787.

HALL OF RECORDS COMMISSION

§ 1. Membership.

There is hereby created as part of the Department of General Services a Commission to be known as the Hall of Records Commission, which shall be composed of the Secretary of General Services, the State Comptroller, the Chief Judge of the Court of Appeals, the president of the Johns Hopkins University, the president of St. John's College, the president of the

Maryland Historical Society and the president of the board of trustees of the Peabody Institute of Baltimore. The members of said Commission shall serve without compensation. (An. Code, 1951, art. 41, § 148; 1939, art. 41, § 123; 1935, ch. 18, § 87A; 1967, ch. 344, § 4; 1970, ch. 97, § 6.)

Effect of amendment.—The 1970 amendment added "as part of the Department of General Services" and substituted "Secretary of General Services" for "Governor of Maryland."

§ 2. Supervision and control of Hall of Records; Archivist and other employees; "Land Commissioner" to mean "Archivist."

(a) *Supervision and control of Hall of Records building.*—The Commission shall have supervision and control of the Hall of Records building and shall have authority to equip and furnish the said building and to preserve and repair the records, documents and archives placed under its supervision, the cost of same to be paid for out of any funds which may hereafter be appropriated for that purpose.

(b) *Archivist and other employees.*—The Commission shall appoint a competent, qualified person, to be known as Archivist, who shall have charge of the active management of the building and its contents; provided that the Commission shall allot and designate a portion of the building for the use of the Land Office. The Commission shall employ such assistants, clerks and other employees as may be necessary for the work of collecting, repairing, indexing, copying, filing and preserving the records, documents, papers, books and other data under the jurisdiction and supervision of the Commission. The Archivist, his assistants, clerks and other employees shall receive such salary or compensation as may be recommended by the Commission and provided in the budget.

(c) *Meaning of "Commissioner of the Land Office" or "Land Commissioner".*—The words "Commissioner of the Land Office" or "Land Commissioner" as used in this Code shall be construed to mean the Archivist appointed pursuant to subsection (b). (An. Code, 1951, art. 41, § 149; 1939, art. 41, § 124; 1935, ch. 18, § 87B; 1936, Sp. Sess., ch. 81; 1967, ch. 344, §§ 2, 4.)

Works Board not required to use facilities for Land Office in Hall of Records indefinitely.—While this section required the Records Commission to furnish office space for the Land Office in the Hall of Records, so long as the Works Board desired the Land Office to remain in that location, there is absolutely nothing in this statute which requires the Board to use such facilities indefinitely. Magruder v. Hall of Records Comm'n, 221 Md. 1, 155 A.2d 899 (1959).

§ 3. Collection of old records, documents, etc.

It shall be the duty of the Commission to have collected old court records, official documents, records, reports, old newspapers, church records, private papers and other historical data pertaining to the history of the Province and State of Maryland from the earliest times, and to have said documents, records and material properly repaired, filed, indexed, preserved and, when deemed desirable, copied and/or edited and pub-

lished; to encourage historical investigation and research in the history of the State. All papers, records, relics and other memorials connected with the early history of Maryland not required for the necessary operations of any other office, shall be under the supervision of and belong to said Commission. (An. Code, 1951, art. 41, § 150; 1939, art. 41, § 125; 1935, ch. 18, § 87C; 1967, ch. 344, § 4.)

§ 4. Seal; rules for governance; acquisitions by gift or purchase.

The Commission shall have power and authority to adopt a seal for its official use and business, to adopt rules for its own governance and to determine the type and character of records, documents, publications and other data which it will accept or receive for safekeeping.

The Commission shall have power to acquire by gift, or to purchase with any funds appropriated or given to it for that purpose, any records, documents, publications or other material which it may deem worthy of preservation. (An. Code, 1951, art. 41, § 151; 1939, art. 41, § 126; 1935, ch. 18, § 87D; 1967, ch. 344, § 4.)

§ 5. Transfer of certain papers, records and documents.

(a) *Papers, records and documents made prior to 1788.* — Papers, records and documents, now in the courthouses of this State, which were made prior to April 28th 1788, the date of the adoption of the Constitution of the United States by the State of Maryland, shall be transferred as soon as practicable after June 1, 1945, to the Hall of Records Commission, which is hereby made the official custodian of such papers, records and documents, with full power to certify the same as provided in § 7. Every clerk of court, register of wills, or other public official, now having custody of said papers, records and documents, is hereby directed to transfer the same to said Hall of Records Commission and upon making such transfer, every such clerk, register of wills or other official is hereby relieved from any duties or responsibilities in connection therewith.

(b) *Records, etc., formerly in custody of Commissioner of Land Office.* —The Hall of Records Commission shall also be the official custodian of all records of the court of chancery, including all ante-Revolution papers formerly in that office, and all other records, books, relics and memorials formerly in the custody of the Commissioner of the Land Office, except warrants, surveys, caveats, patents, and other records relating to proceedings for the issuance of patents. Copies of all items so transferred may be made and certified with the same effect as provided in subsection (a). (An. Code, 1951, art. 41, § 152; 1945, ch. 248; 1967, ch. 344, §§ 2, 4; 1968, ch. 43.)

§ 6. Custody of records of defunct State agencies, etc.

The records of all State agencies, boards and commissions which hereafter are abolished or otherwise cease to function shall be transferred

to the custody of the Hall of Records Commission unless otherwise directed by law. (1956, ch. 79; 1967, ch. 344, § 4.)

§ 7. Officials authorized to turn over certain records.

Every State, county, city, town or other public official in the State in custody of public records or documents is hereby authorized and empowered, in his discretion, to turn over to the Commission and deposit for preservation any original papers, official books, records, documents, files, newspapers, printed books, or portraits, not in current use in his office, and when so surrendered, and accepted by the Commission, copies may be made and certified under the seal of the Commission upon application of any person, which certification shall have the same force and effect as if made by the officer originally in charge of same, and the Commission shall charge for such copies the same fees as such office is allowed by law to charge, which fees shall be accounted for and paid into the State treasury.

Whenever any land records of any court have been turned over to the Commission and deposited with it for preservation and so accepted by it, the Commission is hereby authorized and directed upon the written application of the clerk of the circuit court for any county or the clerk of the Superior Court of Baltimore City and with the written approval of a judge of said court, to make photostatic or photographic reproductions of such land records, the expense thereof to be borne by the Commission; and such photostatic or photographic reproductions, when so made and certified under the seal of the Commissioner, shall be deposited by the Commission in the office of the clerk of the court making said application and said reproduced land records when so deposited shall be entitled to the same legal force and effect as the original land records from which such reproductions were made. (An. Code, 1951, art. 41, § 153; 1939, art. 41, § 127; 1935, ch. 18, § 87E; 1945, ch. 896; 1967, ch. 344, § 4.)

Cross references. — As to deposit of county code with Hall of Records Commission, see article 25, § 32A. As to deposit of copy of municipal code with Hall of Records Commission, see article 23A, § 8B. As to filing with Hall of Records copies of reports of State officers, boards, etc., see article 40, § 53.

§ 8. Destruction of certain records not accepted by Commission; lists thereof.

If the Commission shall decline to accept any original papers, official books, records, documents or files offered to it under the provisions of § 7, then the custodian thereof, with the written approval of the Board of Public Works, is authorized and empowered to destroy the same. After such records are destroyed, the custodian thereof shall file with the Hall of Records a list of all papers, books, documents and files destroyed and a certificate of destruction. Such lists shall be retained in the custody of the Archivist and shall be available at reasonable times to inspection by the members of the public. Nothing in this section shall authorize the

destruction of (a) papers, books, documents or files which have been in custody for a period of less than three years or such other period as may be expressly prescribed by statute, (b) public records expressly required by statute to be maintained permanently, except in those cases where the original record has been photographed, photocopied, or microphotographed in accordance with the provisions of § 11 of this article, provided that the copy or reproduction of the original record be available upon request in the same manner as the original record, (c) permanent books of account, (d) the records of any court of record in this State, (e) the land records recorded by the respective clerks of the circuit court for the several counties and the clerk of the Superior Court of Baltimore City; but old records of which accurate transcriptions have been made and placed in use, under the terms of Article 26, § 17, and the "housekeeping" records or the records of internal management of the offices of clerks of court and registers of wills shall not be considered "records of a court" for the purpose of this section and §§ 9 and 10 and shall be subject to disposal as described above, provided, however, that the books, accounts, and records pertaining to the financial operations of any agency or department, officers, boards and commissions of the State of Maryland, and of all the clerks of courts, registers of wills, and all collectors of the State taxes of the State of Maryland, including the City of Baltimore, insofar as they affect the collection of State taxes, shall not be destroyed until such time as the requirements of Article 19, §§ 29 to 34, inclusive, relating to the audit of such books, accounts and records by the State Auditor, shall have been complied with. (An. Code, 1951, art. 41, § 154; 1941, ch. 825; 1949, ch. 755, § 127A; 1953, ch. 437; 1956, ch. 82; 1967, ch. 344, § 4; 1968, ch. 43.)

§ 9. What constitute records under § 8.

For the purposes of § 8, the following types of material shall not be considered "records": printed books, magazines, newspapers and other library or museum materials made or acquired for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, stocks of publications, acceptances or refusals of invitations or engagements and other personal business of public officers. From time to time the Hall of Records Commission may further designate categories which may be included within the definition of "nonrecord material." And such nonrecord materials may be disposed of by the custodian when he shall deem them to be no longer necessary for the operation of his office. (An. Code, 1951, art. 41, § 155; 1949, ch. 755, § 127B; 1967, ch. 344, § 4; 1968, ch. 43.)

§ 10. Programs of record management; retention schedules; duties of Commission.

(a) *Programs and schedules.*—It shall be the duty of each State agency to develop a continuing program for the economical and efficient manage-

ment of its records, including the establishment and/or revision of record retention schedules, in order to insure prompt and orderly disposal of records not required by the operations of the agency. Prior to becoming operative all such retention schedules must receive the approval of the Hall of Records Commission, but schedules providing for the destruction of records must also receive the written approval of the Board of Public Works.

(b) *Duties of Commission.*—It shall be the duty of the Hall of Records Commission to further the aforesaid program; to inspect the records and records management practices of all State agencies, boards and commissions; to review proposals for the purchase or rental of record equipment, storage space and services, including the microfilming and photocopying of records, and to make recommendations thereon to the Department of Budget and Procurement or to the Board of Public Works, as appropriate. (An. Code, 1951, art. 41, § 156; 1949, ch. 755, § 127C; 1953, ch. 436; 1967, ch. 344, § 4.)

§ 11. Photographs and other reproductions of records.

(a) *In general.*—Whenever any agency, department, board, or commission of the State of Maryland or of any county or incorporated municipality thereof shall have photographed, photocopied, or microphotographed all or any part of the records kept by it or under its control in a manner and on film or paper that complies with the standard of quality approved for permanent photographic records by the Hall of Records Commission, and whenever such photographs, photocopies, or microphotographs shall be placed in adequately accessible containers and provision made for preserving, examining, and using the same in a manner approved by the Hall of Records Commission, the head of such agency, department, board, or commission may, with the approval of the Archivist of the Hall of Records under the provisions of § 8, of this subtitle, cause the original records from which the photographs, photocopies, or microphotographs have been made, or any part thereof, to be disposed of as the law provides.

(b) *Effect of originals; admission in evidence.*—Photographs, photocopies, or microphotographs of any records photographed, photocopied, or microphotographed as herein provided shall have the same force and effect as the originals thereof would have had, and shall be treated as originals for the purpose of their admissibility in evidence. Certified or authenticated copies of such photographs, photocopies, or microphotographs or enlargements thereof shall be admitted in evidence equally with the original photographs, photocopies, or microphotographs. (An. Code, 1951, art. 41, § 157; 1949, ch. 518, § 127D; 1967, ch. 344, § 4; 1968, ch. 43.)

ARTICLE 76A.

PUBLIC INFORMATION.

Sec.
1. Definitions.
2. Inspection of public records generally; rules and regulations; procedure when records not immediately available; special provision as to Harford County.
3. Custodian to allow inspection of public records; exceptions; denial of right of inspection of certain records; court order restricting disclosure of records ordinarily open to inspection.
4. Copies, printouts and photographs of public records.
5. Penalty for violations.

§ 1. Definitions.

As used in this article:

(a) *Public records—Defined.*—The term "public records" when not otherwise specified shall include any paper, correspondence, form, book, photograph, photostat, film, microfilm, sound recording, map drawing, or other document, regardless of physical form or characteristics, and including all copies thereof, that have been made by the State and any counties, municipalities and political subdivisions thereof and by any agencies of the State, counties, municipalities, and political subdivisions thereof, or received by them in connection with the transaction of public business, except those privileged or confidential by law.

(b) *Same—Classification.*—Public records shall be classified as follows:

(i) The term "official public records" shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the State or any agency or subdivision thereof may be a party; all fidelity, surety and performance bonds; all claims filed against the State or any agency or subdivisions thereof; all records or documents required by law to be filed with or kept by any agency or the State;

(ii) The term "office files and memoranda" shall include all records, correspondence, exhibits, books, booklets, drawings, maps, blank forms, or documents not above defined and classified as official public records; all duplicate copies of official public records filed with any agency of the State or subdivision thereof; all documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and all other documents or records, determined by the records committee to be office files and memoranda.

(c) *Writings.*—The term "writings" means and includes all books, papers, maps, photographs, cards, tapes, recordings or other documentary materials, regardless of physical form or characteristics.

(d) *Political subdivision.*—The term "political subdivision" means and includes every county, city and county, city, incorporated and unincorporated town, school district and special district within the State.

(e) *Official custodian.*—The term "official custodian" means and includes any officer or employee of the State or any agency, institution or political subdivision thereof, who is responsible for the maintenance, care and keeping of public records, regardless of whether such records are in his actual personal custody and control.

(f) *Custodian.*—The term "custodian" means and includes the official custodian or any authorized person having personal custody and control of the public records in question.

(g) *Person.*—The term "person" means and includes any natural person, corporation, partnership, firm or association.

(h) *Person in interest.*—The term "person in interest" means and includes the person who is the subject of a record or any representative designated by said person, except that if the subject of the record is under legal disability, the term "person in interest" shall mean and include the parent or duly appointed legal representative. (1970, ch. 698.)

Editor's note.—Section 2, ch. 698, Acts 1970, provides that the act shall take effect July 1, 1970.

§ 2. Inspection of public records generally; rules and regulations; procedure when records not immediately available; special provision as to Harford County.

(a) All public records shall be open for inspection by any person at reasonable times, except as provided in this article or as otherwise provided by law, but the official custodian of any public records may make such rules and regulations with reference to the inspection of such records as shall be reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the custodian or his office.

(b) If the public records requested are not in the custody or control of the person to whom application is made, such person shall forthwith notify the applicant of this fact.

(c) If the public records requested are in the custody and control of the person to whom application is made but are in active use or in storage, and therefore not available at the time an applicant asks to examine them, the custodian shall forthwith notify the applicant of this fact and shall set forth a date and hour within a reasonable time at which time the record will be available for the exercise of the right given by this article.

(d) All written documents presented to the County Commissioners of Harford County shall be open and available to the press and to the public of Harford County. The attorney for the county and the county director of public information shall disclose the contents of any document publicly

presented to either of them upon the demand of any citizen of Harford County. (1970, ch. 698; 1972, ch. 601.)

Effect of amendment. — The 1972 amendment, effective July 1, 1972, added subsection (d).

§ 3. Custodian to allow inspection of public records; exceptions; denial of right of inspection of certain records; court order restricting disclosure of records ordinarily open to inspection.

(a) The custodian of any public records shall allow any person the right of inspection of such records or any portion thereof except on one or more of the following grounds or as provided in subsection (b) or (c) of this section:

(i) Such inspection would be contrary to any State statute;

(ii) Such inspection would be contrary to any federal statute or regulation issued thereunder having the force and effect of law; or

(iii) Such inspection is prohibited by rules promulgated by the Supreme Court, or by the order of any court of record.

(b) The custodian may deny the right of inspection of the following records, unless otherwise provided by law, on the ground that disclosure to the applicant would be contrary to the public interest;

(i) Records of investigations conducted by, or of intelligence information or security procedures of, any sheriff, county attorney, city attorney, the Attorney General, police department or any investigatory files compiled for any other law enforcement or prosecution purposes;

(ii) Test questions, scoring keys and other examination data pertaining to administration of a licensing examination, for employment or academic examination; except that written promotional examinations and the scores or results thereof shall be available for inspection, but not copying or reproduction, by the person in interest after the conducting and grading of any such examination;

(iii) The specific details of bona fide research projects being conducted by a State institution;

(iv) The contents of real estate appraisals made for the State or a political subdivision thereof, relative to the acquisition of property or any interest in property for public use, until such time as title of the property or property interest has passed to the State or political subdivision, except that the contents of such appraisal shall be available to the owner of the property at any time, and except as provided by statute.

(v) Interagency or intraagency memorandums or letters which would not be available by law to a private party in litigation with the agency.

(c) The custodian shall deny the right of inspection of the following records, unless otherwise provided by law:

(i) Medical, psychological, and sociological data on individual persons, exclusive of coroners' autopsy reports;

(ii) Adoption records or welfare records on individual persons;

(iii) Personnel files except that such files shall be available to the duly elected and appointed officials who supervise the work of the person in interest. Applications, performance ratings and scholastic achievement data shall be available only to the person in interest and to the duly elected and appointed officials who supervise his work;

(iv) Letters of reference;

(v) Trade secrets, privileged information and confidential commercial, financial, geological or geophysical data furnished by or obtained from any person;

(vi) Library, archives and museum material contributed by private persons, to the extent of any limitations placed thereon as conditions of such contribution; and

(vii) Hospital records relating to medical administration, medical staff, personnel, medical care, and other medical information, whether on individual persons or groups, or whether of a general or specific classification;

(viii) School district records containing information relating to the biography, family, physiology, religion, academic achievement and physical or mental ability of any student except to the person in interest or to the officials duly elected and appointed to supervise him.

(ix) Circulation records maintained by public libraries showing personal transactions by those borrowing from them.

(d) If the custodian denies access to any public record, the applicant may request a written statement of the grounds for the denial, which statement shall cite the law or regulation under which access is denied, and it shall be furnished forthwith to the applicant.

(e) Any person denied the right to inspect any record covered by this article may apply to the district court of the district wherein the record is found for any order directing the custodian of such record to show cause why he should not permit the inspection of such record.

(f) If, in the opinion of the official custodian of any public record, disclosure of the contents of said record would do substantial injury to the public interest, notwithstanding the fact that said record might otherwise be available to public inspection, he may apply to the district court of the district in which such record is located for an order permitting him to restrict such disclosure. After hearing, the court may issue such an order upon a finding that disclosure would cause substantial injury to the public interest. The person seeking permission to examine the record shall have notice of said hearing served upon him in the manner provided for service of process by the Rules of Procedure and shall have the right to appear and be heard. (1970, ch. 698; 1971, chs. 421, 611; 1972, ch. 24.)

Effect of amendments. — Chapter 421, Acts 1971, effective July 1, 1971, added paragraph (ix) in subsection (c).

Chapter 611, Acts 1971, effective July 1, 1971, added "article" near the beginning of subsection (e).

The 1972 amendment, effective July 1, 1972, substituted "(c)" for "(d)" in the first paragraph of subsection (a).

§ 4. Copies, printouts and photographs of public records.

(a) In all cases in which a person has the right to inspect any public records he may request that he be furnished copies, printouts or photographs for a reasonable fee to be set by the official custodian. Where fees for certified copies or other copies, printouts or photographs of such record are specifically prescribed by law, such specific fees shall apply.

(b) If the custodian does not have the facilities for making copies, printouts or photographs of records which the applicant has the right to inspect, then the applicant shall be granted access to the records for the purpose of making copies, printouts or photographs. The copies, printouts or photographs shall be made while the records are in the possession, custody and control of the custodian thereof and shall be subject to the supervision of such custodian. When practical, they shall be made in the place where the records are kept, but if it is impractical to do so, the custodian may allow arrangements to be made for this purpose. If other facilities are necessary the cost of providing them shall be paid by the person desiring a copy, printout or photograph of the records. The official custodian may establish a reasonable schedule of times for making copies, printouts or photographs and may charge a reasonable fee for the services rendered by him or his deputy in supervising the copying, printingout or photographing as he may charge for furnishing copies under this section. (1970, ch. 698.)

§ 5. Penalty for violations.

Any person who willfully and knowingly violates the provisions of this article shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed one hundred dollars ($100.00). (1970, ch. 698; 1971, ch. 611.)

Effect of amendment.—The 1971 amendment, effective July 1, 1971, added "article."

APPENDIX B

MICROFILM STANDARDS

The forms, standards, and procedures may be adapted by the local education agency for its own use as appropriate.

MICROFILM STANDARDS REQUIRED FOR RECORDS MICROFILMED UNDER THE PROVISIONS OF SECTION 11, ARTICLE 54, ANNOATED CODE OF MARYLAND, 1957 EDITION, AS AMENDED

1. Microfilm used shall be of the type approved by the National Bureau of Standards as suitable for archival quality.

2. All microfilm will be processed in a manner prescribed by the National Bureau of Standards for the production of permanent copy on microfilm.

   a. Subsequent testing of the processed film shall prove that residual hypo is less than .005 milligrams per square inch.

   b. Each film roll shall contain not less than 18 inches of film leader and 18 inches of film trailer. It is understood, that the agency will, at its option, take film rolls at random and submit short strips of film taken from the leader or trailer, to the National Bureau of Standards, per (a) above.

   c. The background density of the film images shall be not less than 1.0 nor more than 1.2 as measured by densitometric readings.

   d. The resolution of the completed microfilms shall be not less than 100 lines per millimeter, as determined by inspection of the National Bureau of Standards Microcopy Resolution Test Chart of 1963, photographed on each film roll.

3. The following identification and indexing targets will be used on each roll of microfilm:

   a. Start targets and reel number in large letters, identifiable by the naked eye.

   b. Title target will include the name of the agency, record title, and inclusive dates of the file, identifiable by the naked eye.

   c. Signed certification by the agency head.

   d. End title target and Certificate of Camera Operator.

   e. Retake target to be photographed preceding documents which are retaken and spliced onto end of the roll.

   f. End of retake target to be photographed after documents retaken and spliced to end of the roll.

   g. After exposure, each roll of film will be developed and inspected to insure complete legibility of every image. A light box inspection will not be acceptable.

Explanation of Microfilm Targets in order of their appearance on a reel of film:

1. **Letters and Numbers**

   To be assembled for purpose of identifying the reel by number, letter or as a combination of both; this is the first image on the reel.

2. **Blank Sheet**

   For entering title of record series, dates covered, source or author, explanation of arrangement and exceptions.

3. **Certification of Agency Representative**

   Who authorized and date. This form may be changed by dropping out the last paragraph referring to the Hall of Records and citing instead the legal authority for microfilming records and their authenticity in court (Annotated Code of Maryland, 1957 Edition as amended, Article 54, Sec. 11).

4. **Flash Guides**

   To be filmed six to ten times at points on the film where it is desirable to create a break, quickly discernable by eye, at normal breaking points in the record series.

5. **Retakes and Missing Files**

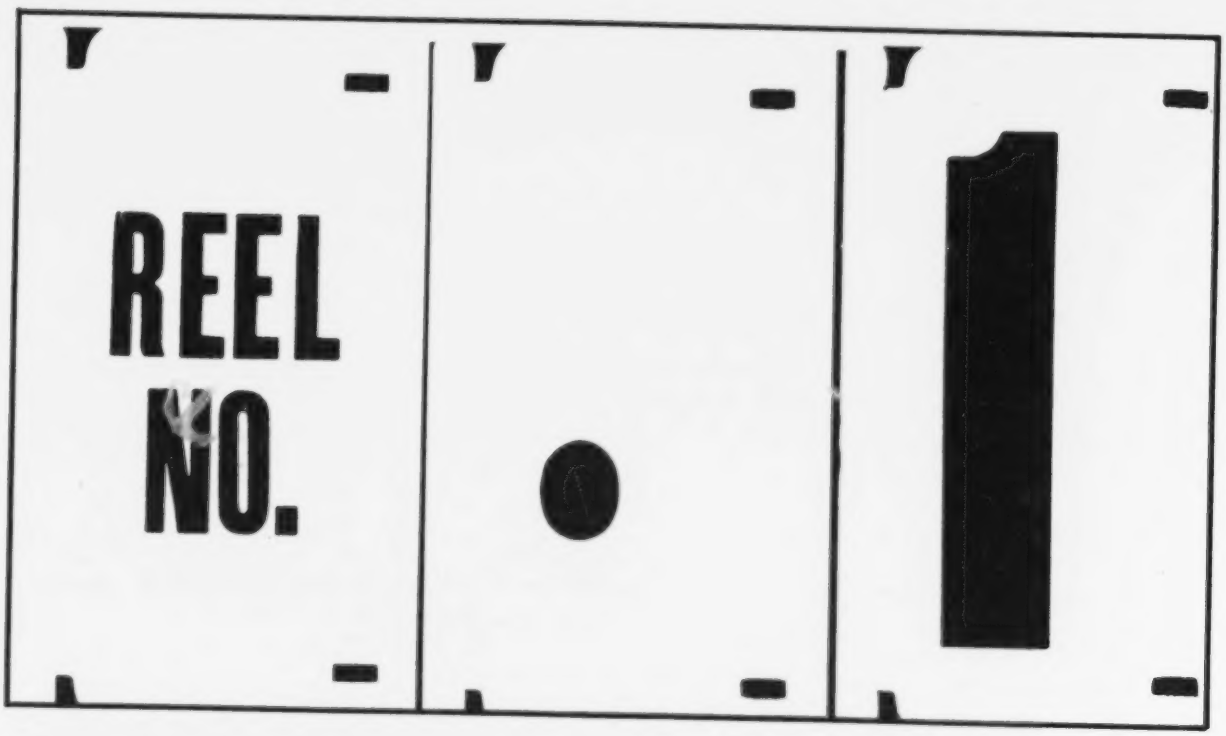
   Also introduced several times where files are known to be missing. It is sometimes desirable to use one of the blank forms or a plain sheet of paper at these points to more fully inform the user as to the circumstances surrounding the missing file or where it or a comparable file or information might be found.

6. **Certificate of Camera Operator**

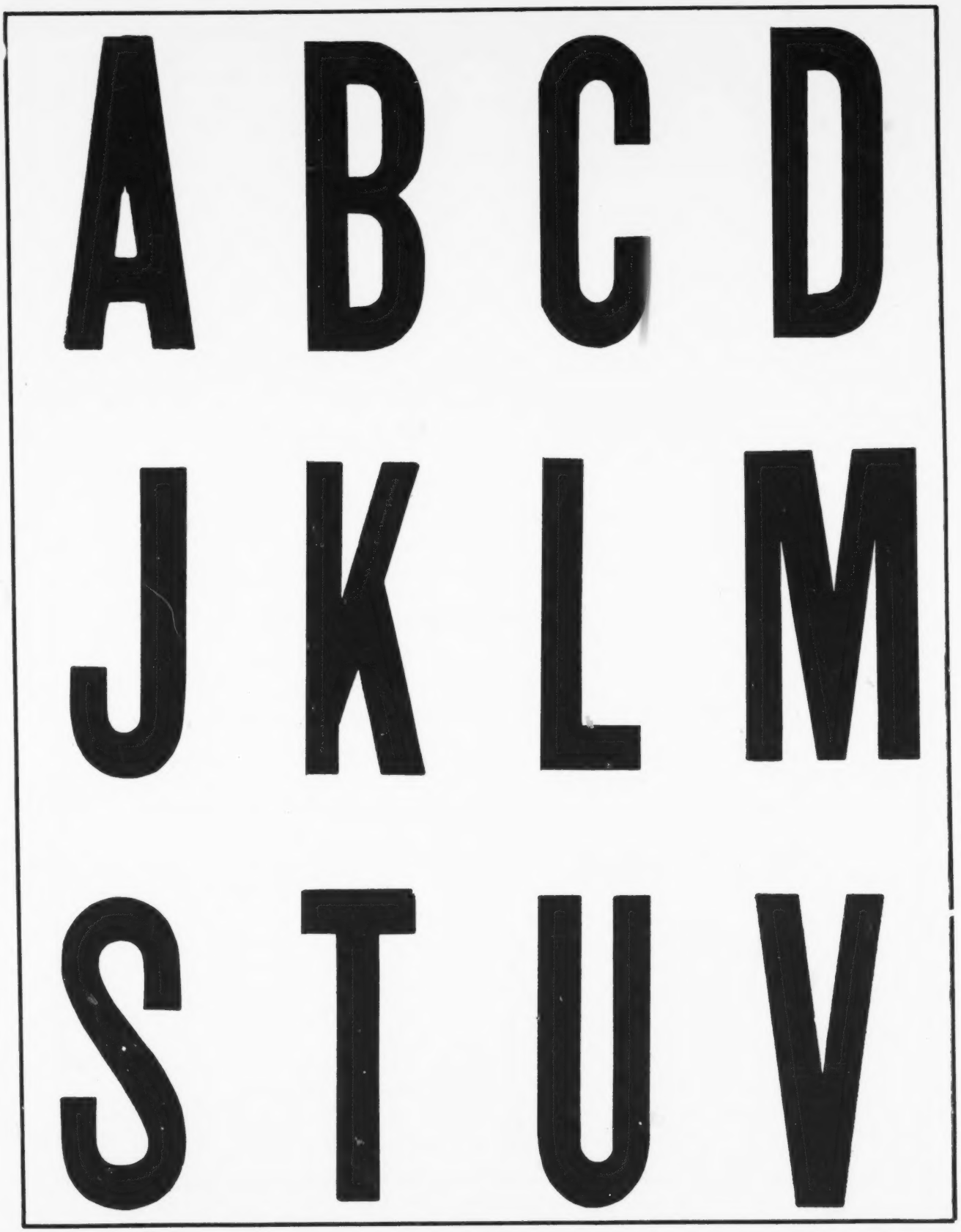
   Self-explanatory. A new certificate is required for each reel.

MICROFILM TARGETS

1. Letters and Numerals



MICROFILM TARGETS



2. Form for entering title of record series, dates covered and explanatory information

NAME OF AGENCY _____

TITLE OF RECORD SERIES _____

DATES COVERED _____

EXPLANATION (WHEN NEEDED)

3. Certification

CERTIFICATION

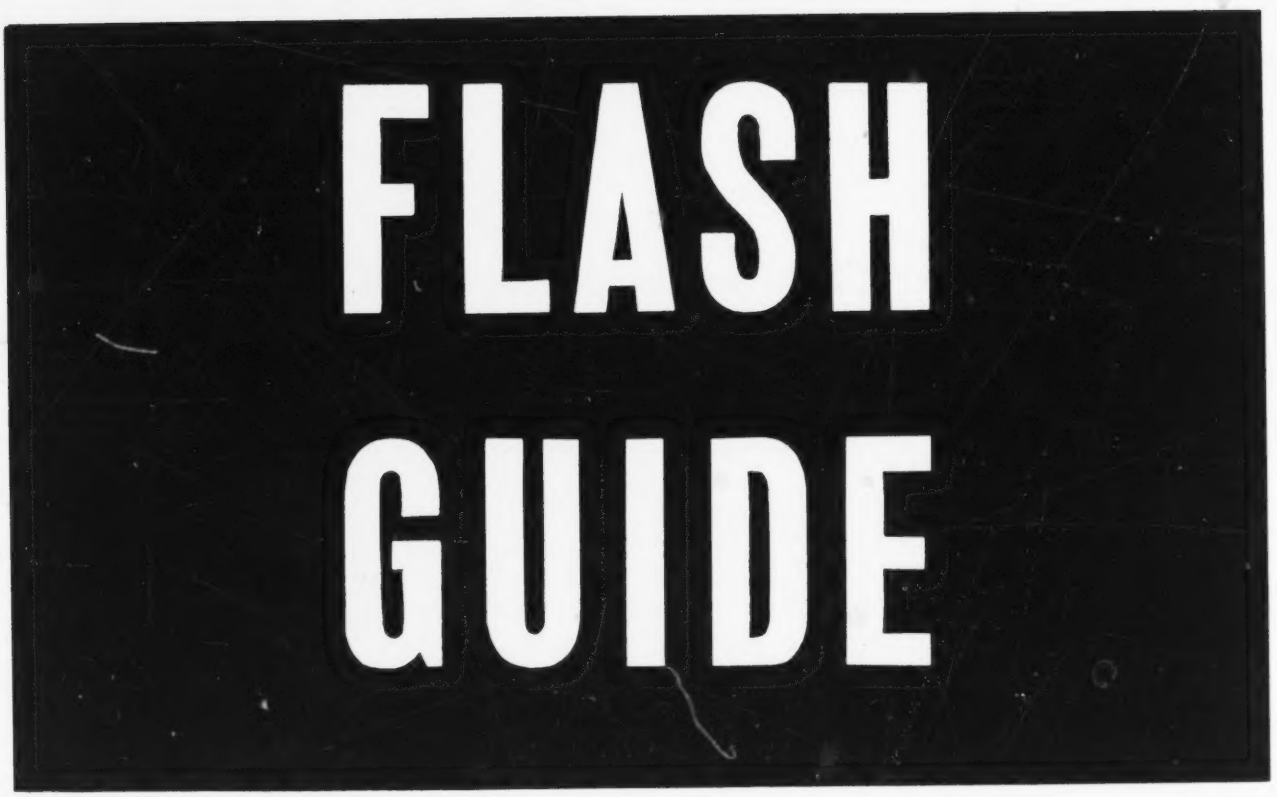
This is to certify that the microphotographs appearing on this reel are accurate and complete reproductions of the file

_____
(Name of file)

of _____.
(Agency)

_____

Date _____


FLASH
GUIDE

START OF RETAKE SECTION

THIS RETAKE SECTION CONTAINS MICROPHOTOGRAPHS OF RECORDS WHICH WERE OMITTED OR INADEQUATELY REPRODUCED ON THE ORIGINAL MICROFILM REEL.

FOR A DESCRIPTION OF THE FILES AFFECTED BY THESE RETAKES, SEE THE OPERATOR'S RETAKE REPORT AT THE END OF THIS RETAKE SECTION.

END OF RETAKE SECTION

MISSING FILE

THE ABOVE FILE WAS MISSING AT TIME OF MICROFILMING

6. Certificate of Camera Operator

CERTIFICATE OF CAMERA OPERATOR

I HEREBY CERTIFY THAT THE DOCUMENTS REPRESENTED BY THE MICROPHOTOGRAPHS APPEARING ON THIS ROLL OF FILM DESIGNATED AS REEL No. ..... WERE PHOTOGRAPHED BY THE UNDERSIGNED ON THIS DATE.

REEL BEGINS WITH .....

REEL ENDS WITH .....

BY .....
(SIGNATURE OF OPERATOR)

DATE .....